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NO. PGS 6 CREATION DATE — ORG COMP. — ORG CLASS S
REV CLASS C REV COORD. — AUTH: RH 70-3

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21 JAN 1958

MEMORANDUM FOR: Director of Communications
Director of Training
Comptroller
General Counsel
Director of Personnel
Chief, Audit Staff
Chief, Commercial Staff
Director of Logistics
Chief, Management Staff
Chief, Medical Staff
Director of Security

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SUBJECT:

[REDACTED] Administrative Correspondence.

1. Attached are copies of subject [REDACTED] for your information. As you will recall, Mr. [REDACTED] the DD/P Records Policy Officer, gave a presentation on 9 October 1957 to you concerning the proposal to eliminate RI handling and storage of administrative paper. It is our understanding that no other aspects of responsibilities or relationships between DD/P and DD/S are affected.

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2. As specified in paragraph 3.b. of the [REDACTED] the responsibility for maintenance and control of the record copies of such administrative correspondence rests with the originating component for correspondence created in Headquarters and with the appropriate administrative action component at Headquarters (DD/P, DD/S, or DD/I) for correspondence created in the Field. In specific special cases, it may be necessary to make other arrangements, however, this can be done through agreement between the originating component and the proposed substitute office of record.

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(S) [REDACTED]
Special Support Assistant
to the
Deputy Director (Support)

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✓ Attachments

cc: Deputy Director (Support) (w/att.)

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